

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-299-A

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY POLICE DEPARTMENT

Central Records Bureau

Item No.	AGENCY	DIVISION
Item No.	Description	Retention
1	<p><u>INVESTIGATION AND OFFENSE REPORTS</u></p> <p>This is a typed narrative report from the investigating officer to the chief of police concerning the investigation of complaints. Information is supplied concerning the event, and the result of the investigation is given (closed, active, unfounded, cleared by arrest). These reports are reviewed and approved by the commanding officer and filed in the County Police Central Records Bureau.</p> <p>This file also contains motor vehicle accident reports and radio records.</p>	<p>Microfilm and destroy originals after one (1) year.</p> <p>Retain microfilm for twenty-five (25) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

[Signature] *Central Records Manager* 12-6-76
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

12/6/77 *Edward J. [Signature]*
Date Archivist
Date Secretary